

10 August 1999

Civilian Personnel
**RECRUITMENT AND SELECTION OF
HISTORIANS AND MUSEUM CURATORS**

Summary. This regulation outlines procedures for recruiting and selecting historians and museum curators. The procedures help assure high quality staffing in the U.S. Army Training and Doctrine Command (TRADOC) Military History Program and ensure consistency of purpose in allocation of historical resources in the command. This revision updates organizational names, reflects reorganization of civilian personnel activities, and adds a checklist.

Applicability. This regulation applies to all recruitment in TRADOC of historian GS-0170 series positions and museum director/supervisory curator GS-1015 positions.

Supplementation. Do not supplement this regulation without approval from the TRADOC Civilian Personnel Directorate, ATBO-C, Fort Monroe, Virginia, 23651-1048.

Suggested improvements. Send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, through channels to Commander, TRADOC, 5 North Gate Road, ATTN: ATBO-C, Fort Monroe, Virginia 23651-1048.

Availability. This regulation will be available only on TRADOC's Homepage (<http://www.tradoc.army.mil>).

Contents

	Paragraph	Page
Purpose	1	1
References	2	1
Responsibilities	3	2
Initial coordination	4	2
Position descriptions	5	2
Recruiting	6	2
Vacancy announcements	7	2
Screening	8	2
Selection	9	2

1. Purpose. This regulation establishes standard procedures which must be followed in announcing, rating, and referring candidates for historian GS-0170 and for museum director/supervisory curator GS-1015 positions at all grade levels in the U.S. Army Training and Doctrine Command. Procedures apply to all historian positions; museum directors/supervisory curators are those positions in each museum which bear primary responsibility for museum operations.

2. References.

- a. Army Regulation 870-5, Military History: Responsibilities, Policies, and Procedures.
- b. Army Regulation 870-20, Army Museums, Historical Artifacts, and Art.
- c. TRADOC Regulation 870-1, TRADOC Military History Program.

***This regulation supersedes TRADOC Reg 690-4, 26 July 1985.**

3. Responsibilities. The Chief of Staff, TRADOC, is proponent for military history in TRADOC. The TRADOC Military History Office acts on behalf of the Chief of Staff. Authority in this regulation may be delegated in writing to commanders/commandants of principal subordinate organizations.

4. Initial coordination. Commanders, commandants, or designated management representatives will coordinate with the TRADOC Military History Office, ATMH, Fort Monroe, Virginia, 23651-5026, immediately after deciding to create a historian GS-0170 or museum director/supervisory curator GS-1015 position, and upon identification of a vacancy or an impending vacancy in existing positions. Use the checklist at figure 1 to assist in this effort.

5. Position descriptions. Headquarters TRADOC issued standard position descriptions for branch and command historian positions at the GS-12 and GS(GM)-13 level, TO 34-0 and TO 35-0, in May 1991. Civilian personnel offices may obtain copies of these position descriptions from the TRADOC Military History Office. These position descriptions depict the minimum responsibilities for a viable command history program, and will be used. Organizations may change a position description to meet local needs, but all changes of any kind must receive approval from the TRADOC Military History Office before implementation. No standard position descriptions exist for historians in other than command history positions or for museum director/supervisory curator positions. However, the TRADOC Military History Office must approve all GS-0170 (historian) and GS-1015 museum director/supervisory curator position descriptions prior to implementation. The TRADOC Military History Office will assist in development of any such position descriptions if requested to do so.

6. Recruiting. The TRADOC Military History Office will assist with arrangements for advertising if requested to do so to ensure that qualified historians and museum professionals know about vacancies and have the opportunity to apply. The TRADOC Military History Office will maintain a register of qualified historians and museum professionals who can be notified when vacancies occur.

7. Vacancy announcements. All historian and museum director/supervisory curator positions will be advertised with the widest possible area of consideration within the federal government, and with concurrent consideration of nonstatus eligibles unless the TRADOC Military History Office specifically waives this requirement. Civilian Personnel Operations Center (CPOC) will contact the TRADOC Military History Office before issuance of vacancy announcements for status and nonstatus applicants to coordinate opening and closing dates with recruiting efforts noted in paragraph 6. Unless exempted from doing so by the TRADOC Military History Office, CPOC will instruct applicants to include a transcript of graduate or professional studies with certification of degree or completion, three letters of recommendation that attest to qualifications and professional competence, and a separate list of publications, papers, exhibitry and presentations as appropriate. CPOC will transmit copies of all vacancy announcements, including those issued by OPM, to the TRADOC Military History Office to ensure arrival prior to opening dates for use in recruitment.

8. Screening. CPOC will use at least one subject-matter expert (SME) approved by the TRADOC Military History Office in rating candidates for historian and museum director/supervisory curator positions. (This requirement does not relieve organizations from screening responsibilities for museum directors/supervisory curators outlined in AR 870-20, para 3-8c.) The Military History Office will provide the name of an SME to the CPOC before the closing date of a position announcement. Headquarters TRADOC developed suggested crediting plans simultaneously with standard position descriptions; copies may be obtained from the TRADOC Military History Office. Ranking factors and crediting plans for other historian and museum director/supervisory curator positions must be approved by the TRADOC Military History Office, which will assist in developing such plans if requested to do so.

9. Selection. Headquarters TRADOC must concur with the selection of any historian or museum director/supervisory curator. CPOC may make offers of employment or commitments only after concurrence is obtained. Indicate the top three proposed selectees in order of preference, and forward the complete package of referrals to Commander, TRADOC, ATTN: ATMH for review. If review by the staff proponent results in a recommendation for nonconcurrence, the action will be forwarded to the TRADOC Chief of Staff for a final decision. The time necessary to accomplish Headquarters TRADOC review will not be included in concurrence (includes all competitive appointments and noncompetitive appointments such as reinstatements, priority placements, lateral transfers, reassignments, details, and temporary promotions). (CPOC will also inform the headquarters prior to noncompetitive placements made under reduction-in-force [RIF] regulations.) Selecting officials will review candidates' applications referred by CPOC, time accountable for filling the position. Selecting officials are encouraged to deal directly with the TRADOC Military History Office at an early stage in the selection process for assistance on questions concerning qualifications of candidates under consideration. CPOC will notify the TRADOC Military History Office of the selectee's decision and reporting date.

1. Is this a decision to create a new position? (If no, go to #2)

Historian: ☐ Notify TRADOC Military History Office
 ☐ Secure copies of standard position descriptions, if applicable
 ☐ Review standard position descriptions and modify if necessary, or create new description
 ☐ If modifications made or if new, secure approval of TRADOC Military History Office

Museum Director/Supervisory Curator:
 ☐ Does position bear primary responsibility for museum management?
 (If no, then this regulation does not apply)
 ☐ Notify TRADOC Military History Office
 ☐ Develop position description as required with help from TRADOC Military History Office
 ☐ Secure TRADOC Military History Office approval for position description

2. Is this a vacancy or impending vacancy? (If no, go to #3)

Historian and museum director/supervisory curator:
 ☐ If museum curator, is position responsible for museum management?
 (If no, stop here; regulation does not apply)
 ☐ Notify TRADOC Military History Office
 ☐ Review existing position description and modify if necessary
 ☐ If modifications made, secure approval of TRADOC Military History Office

3. Recruitment.

Historian and museum director/supervisory curator:
 ☐ Coordinate breadth of recruitment with TRADOC Military History Office
 ☐ Coordinate opening/closing dates with TRADOC Military History Office
 ☐ Coordinate crediting plan with TRADOC Military History Office
 ☐ Transmit copies of vacancy announcement(s) to TRADOC Military History
 Office to arrive before announcement opens

4. Screening/selection.


Historian and museum curator:
 ☐ Contact SME provided by TRADOC Military History Office
 ☐ Convene screening panel
 ☐ Remind selecting official to contact TRADOC Military History Office with questions
 on qualifications
 ☐ Secure HQ TRADOC concurrence before contacting proposed selectee
 ☐ Inform Military History Office of selectee's decision and reporting date

Figure 1. Checklist for Recruitment and Selection of Historians and Museum Directors/Supervisory Curators

FOR THE COMMANDER:

OFFICIAL:

CHARLES W. THOMAS
Major General, GS
Chief of Staff


GARY E. BUSHOVER
Colonel, GS
Deputy Chief of Staff
for Information Management